

HUMAN RESOURCES DIRECTOR

FLSA Code: E

Job Code: 1250

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and complex administrative work managing the city's human resource, employee benefits and risk management programs. Work is performed under the general supervision of the City Manager. Supervision is exercised over all department personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, managing, supervising and implementing city-wide human resources, safety and risk management programs and functions; coordinating and managing benefit programs; overseeing employment and training programs.

Administers and supervises the activities of the department, including wage and salary administration, training, employment, employee relations, safety, loss control and employee benefits programs;
Assists and advises the City Manager and other top management officials on personnel related matters;
Develops, interprets and implements personnel policies and procedures;
Staffs the City Employee Advisory Council keeping them involved in policy reviews and changes;
Manages and maintains the "Personnel" section of the city code;
Administers the grievance procedure in accordance with State law;
Responsible for establishing and maintaining various safety and training programs;
Assists in the preparation of the operating budget; reviews and verifies salary projections and anticipated personnel actions;
Oversees the administration of the pay and classification plan;
Reviews and recommends department requests for employment; reviews all employee performance evaluations;
Oversees the processing and maintenance of personnel records and files;
Counsels employees with problems and concerns;
Administers the risk management, Workers' Compensation and liability and property insurance programs;
Administers the basic and police pension plans;
Manages all insurance policies and claims including special fund for waterbreak claims;
Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in human resources management, public administration or related field supplemented by considerable professional experience in the area of public personnel management including considerable supervisory experience; comprehensive knowledge of the philosophy, principles and practices of public personnel administration such as the accepted methods and practices of classification and pay, employment and selection and affirmative action; thorough knowledge of governmental organization and administration, employee safety and training procedures and programs; demonstrated ability to present ideas effectively, both orally or in writing, establish and maintain effective working relationships with city officials, supervisors, associates and the general public, conduct detailed analytical evaluations and studies, and to prepare related reports and recommendations. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the

general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.